



# GRAFTON PUBLIC LIBRARY

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## MINUTES

GRAFTON PUBLIC LIBRARY BOARD of TRUSTEES  
Regular Meeting  
Municipal Center Conference Room A  
September 9, 2015  
6:30 p.m.

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RECEIVED TOWN CLERK  
GRAFTON, MA

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**Present:** Gary Beauchamp, Trustee; Douglas Bowman, Chair; Marilyn Cusher, Trustee; Beth Gallaway, Library Director; Diane Libbey, Co-Chair; Dana Wilson, Trustee Cynthia Zarriello, Trustee

**Excused:** Carrie Hogan, Trustee

**Guest(s):** Sarah Banister, Children's Librarian reporting for Beth Gallaway

Call to Order. The meeting was called to order by Doug Bowman, Chair, at 6:33 p.m. in Conference Room A of the Municipal Center. Beth Gallaway and Cyndi Zarriello will be late due to a Middle School Parents Meeting.

Review of Minutes. Motion was made to approve the minutes for the August 12, 2015 meeting as written by Marilyn Cusher, seconded by Diane Libbey, and approved by all.

Bills to be Signed. Current and previously signed bills were presented for signatures, motion was made to accept bills as presented by Marilyn, seconded by Diane, and approved by all.

### Old Business:

SHRAB Grant Update. Doug B. noted that he'd forwarded to everyone a *DRAFT* letter for review from the Board of Trustees approving Beth Gallaway's application for a SHRAB Grant asking for 50% of the cost of acid free boxes for archival newspaper and monograph storage to be covered. Motion was made by Diane to approve the letter, seconded by Dana Wilson, and approved by all. The application is ready to be submitted, Doug will provide Beth Patch with a signed copy for the record.

### GRANTS

Tufts Grant Update. Sarah Banister reported for Beth G. that 48 people attended the Toto the Tornado Kitten event. Toto the Tornado Kitten came to visit with his owner and rescuer, Jonathan Hall. A follow-up article with photo will be placed on the Library's website noting the event. An article will be placed in the newspaper thanking Tuft's for the grant. Sarah noted that

attempts have been made to contact Tufts in regard to having to use another vendor for second program since the original vendor included in the grant application is no longer available. There has been no response from Tufts to verify that the change in service providers for preschool STEAM programming is acceptable.

*MBLC Grant Update.* We received a contract from MBLC for the LSTA Full STEAM Ahead application. Beth G. signed the agreement and Doug Willardson is reviewing the contract in preparation for signing it. We have begun purchasing some of our in-kind items, including Photoshop, so Jen McNeil can get up to speed with the new software. We are waiting for the Town Administrator's Office to sign the contract which will be sent back to Beth G. to move forward. The original has to be sent signed in triplicate.

*MIIA Grant Update.* Beth G. followed up with Doug Willardson to see if the \$4,995.00 MIIA grant check had arrived to cover the cost of installing a security system in the Library. Beth G. will schedule work to begin with American Alarm as the Library will be reimbursed.

*2016-2017 Construction Grant.* The Town Warrant language will be appended. Please review the 2016 – 2017 Construction Grant paperwork that Beth G. has forwarded the Trustees and get back to her with suggestions, etc. It has been suggested that some of the architectural fees come from Library funds, i.e. gifts, trusts, &/or State Aid. It was a unanimous vote against contributing \$20,000.000 of Library funds towards architectural costs. Diane will contact Doug Willardson regarding this.

Expansion Project roles and responsibilities of each Trustee:

- Beth G. NEEDS HELP with the Building Program
- Someone needs to take assessments from Sarah and Allison, and Susan, Donna and Heidi, and turn it into a narrative
- Library Visits, Beth G will provide a signup sheets for:
  - Talk Like a Pirate Day (9/19/15)
  - Harvest Festival (9/27/15)
  - October Fest (10/7/15)
  - Halloween Volunteers (10/31/15)
  - Other: Apple Pie Festival, Farmer's Market, why not?
- Advocacy, will be posting Friends and Trustees in the building to greet Library users and ask for support
- Upcoming important dates: Building Program in September; Long Range Plan in October.
- Each Trustee was asked to compile a list of libraries to visit.

*Long Range Plan (LRP) Stakeholders Meeting.* Beth G. provided Trustees with two sheets listing examples of the goals & objectives which she needs in order to prepare the LRP. Beth G. again asked Trustees to please provide goals and objectives as part of LRPs preparation. Please forward those ideas to Beth G.

*Budget Update.* Beth G. provided current budget and the State Aid data. These were reviewed and discussed in detail. The book budget only looks spent because of Ingram P.O. Contracted

services are at 50% due to C/W MARS annual bill. The office supply budget is resolved with the revolving account for copier supplies. Maintenance is 50% spent. This is concerning, as it is only September, the 1<sup>st</sup> quarter of the budget. It was necessary to pay a contractor for tasks Beth G. believed the custodial crew would complete. A leaking pipe was replaced in the Children's Room, and with the repair, respiratory issues discussed at the last meeting seem to have abated. The room is comfortable with the air cleaner.

*Developing a Foundation/Capital Campaign.* The development of a foundation vs. a capital campaign was discussed in detail. It was noted that a 501(c) 3 organization can easily be created. It will cost \$250.00 to complete the paperwork. A CPA is required for the rest of the form. Dana believes that the Leicester Library used a capital campaign for fund raising. Dana will gather information on the cost of developing a capital campaign; as well as information on the development of developing a foundation. Beth G. noted that a patron may be interested in helping with this process.

*Picnic Tables.* The picnic tables are in process, Jessi and John Dowd are building them. Gail Polar has generously donated both tables.

Staff Kitchen Renovations. Renovations should begin at the end of September 2015.

Staff Appreciation Evening. Many a thank you to Cyndi Zarriello, Marilyn, and Lee McCulloch for planning the Staff Appreciation party. Thank you to Cyndi and Marilyn for all the fabulous care, details, and time spent to provide this very relaxing pleasant appreciation to staff. Thank you Cyndi for hosting the party.

### ***ON-GOING AGENDA***

*Wi-Fi Update (ongoing).* The Library's Wi-Fi \_\_\_33 is getting worse and patrons are complaining. There is almost no connectivity in the Children's Room or parking lot. Hopefully by the end of October this will be resolved. Doug B. wondered if speaking with Tim McNerney, Town Administrator would help speed up the Wi-Fi \_\_\_33 repair; Doug B. will speak with Beth G. regarding what is the best approach.

*Landscaping Update (on-going).* Bartlett Tree Experts came and treated the trees and shrubs. Tree fertilization and fungal disease management is scheduled for September. Beth G. has a list of some pruning tasks from the Walkabout for Bartlett Tree Experts and will be getting in touch with them.

*Vegetable Garden.* The raised bed gardens are doing very well. The Sunflowers are giant and ready to bloom. Only a few Baby Bell green peppers appeared. The herbs we planted, dill, chives, lavender, sage, rosemary, etc. are very healthy; we're hoping that some will return to next year's garden. People have been coming to pluck herbs as needed. The tomatoes, yellow pear, and cherry have been flowing over the beds and becoming cumbersome to deal with as they are spreading everywhere; however, their flavor is tasty, and we've offered them up for people to pick. The sugar pumpkins grew very well but had to be harvested as a lawn mower trimmed the main stem. Our baby watermelons chosen specifically for New England climate are growing wonderfully. Next year we will need to stake/cage tomatoes, fence or trellis vining plants, and keep the lawnmower man away from our raised beds. Beth P. will add amenities to the soil (lime, fertilizer and peat moss) at the end of the growing season for next year's gardens.

Door Repair/CPC Update (ongoing). Heritage Restoration was the only bidder. Doug Willardson is reviewing the contract and quote, which was on budget. We received a letter from the Massachusetts Historical Commission commending our project. Heritage Restoration will remove the doors to be restored as well as install temporary doors in October, likely the doors will be returned in December. The second floor Emergency Door will be replaced via contractor.

Window Repair. Window repair is complete.

Noise Complaints. There were no noise complaints recorded for the month of August 2015.

Cushions Update (ongoing). The search for fire retardant seat cushions for the oak chairs in the Main Reading Room continues.

Interior Walls. Ice dam repair work is nearly done, with just painting left to do. The work crew discovered that the copper wiring in the wall sconces was eroded to a dangerous degree. Beth G. requested a re-wiring of the eight sconces, a roof examination, and evaluation of water damage over the staff cubbies outside the director's office.

Air Conditioners. A/C boxes were completed in August, and the relief in the Mezzanine was immediate. Beth Patch is looking into air conditioner procurement for the director's office and second floor stacks. Diane noted that there is a place in Leominster which will take the air conditioners we are unable to use and recycle them.

Changing Station (ongoing). The changing table has been installed, with many positive comments from the patrons who are happy to have a place to change their children. A Diaper Genie and wipes in the bathroom are an added convenience.

Historic Book Sale. The Historic Book Sale was a great success. People who purchased books were happy with the prices. The event was extremely well organized by Gary Beauchamp and Mary Tulloch, both doing an awesome job. Attendees appreciated the book runners, Cyndi fed all the hungry workers in a very professional stylish fashion, and Gary hosted a wonderful, well organized, tasteful event. We had 150 attendees, 16 of which became Friends. 80 % of the sale was from the Down Under, the rest from historical books. Gary is disappointed that we did not sell the volume sets; however there is always another opportunity. It was a fabulously successful event earning \$1,700.00. Thank you to the many volunteers and helpers.

Maps. Beth P. noted that she has taken two of the Library's historical maps (1831) to the Green Dragon Bindery for restoration and for expert scanning and mounting. Two smaller maps will be taken to the bindery as well. Trustees will consider funding this restoration process through State Aid. This will be brought back to the Trustees once the cost proposals are in hand. (Beth G. suggested that part of this cost might be included in the SHRAB Preservation Grant.)



Discarded Computer Grave Yard Store Room. The discarded computers in the Storage Closet will be documented and removed by Town IT at the end of September. Other items will be relocated to this space.

### ***REMINDERS***

The Friends. Sarah noted for Beth G. that we are waiting to hear about funding requests from the Friends Board Meeting and PR Committee. A reminder was given to renew memberships if lapsed. Please renew your membership if you have lapsed. A request has been made to have a joint meeting of the Library Board of Trustees and the Friends in September.

Doug B. noted that people are interested in the Library's expansion. It would be helpful to have an e-mail list of Friends members so that "one" could communicate with members sending updates about the Library as we move along. There is an out of date list on Constant Contact, Friends will be given a log in and password.

Dana noted that she is working on the development of a flyer asking the community to come to Town Meeting and why their presence is important. Susan Leto, Circulation Librarian will put together a list of Facebook visitors who have liked the Friends and/or Library Facebook page in order to compare to the Friends membership list.

Discussion was held concerning a flyer and putting an article in the Grafton News regarding the October 19 Town meeting. Trustees would like to have a flyer made; they would like the Friends membership to be contacted in regard to the upcoming Town vote. Concern was expressed about funding for public relations. There is no line in the budget for this and the capital campaign has not been started yet.

Dana noted that she will create a Marketing Calendar listing what the Trustees and Friends will be doing to promote attendance to the upcoming Town Meeting. Once the calendar is complete Dana will forward it to Trustees and Friends. It will be helpful to have all activities on one document; this should be complete next week.

### *The Friends Public Relations Committee Action Items* by Dana Wilson:

1. Friends will develop a flyer that will promote membership to the Friends and provide information about Oct. 19 Town Meeting. This flyer will be inserted into a Grafton News issue.
2. Poster announcing Oct. 19 Town Meeting to be used by Director and staff of the GPL in the Library. Beth G. will have this poster professionally designed. We might have simple label tags made for supporters to wear. Beth G. has asked the Friends for financial of our public relation needs.
3. A flyer will be distributed at the Library and other venues where the Library has a presence including Story Hours at UniBank, the Willard House and Clock Museum event(s), &/or the Farmers Market. Library supporters will hand this out the flyers since GPL Staff are not allowed to do so. Dana will work with Beth G. on developing a flyer.
4. A simple listing the Library's Warrant Articles should be located near the proposed posters.
5. Talking Points for Distribution to Library Trustees and Friends.

6. We will provide bulleted talking points so we all well informed. We will need to start an outreach effort to Board of Selectmen, town officials and supporters immediately. Dana, Trustees, and Beth G. will work on this document.

**Strategy Discussion**

Friends will communicate to supporters via Constant Contact, Facebook, and mailings. Major outreach will be done to many groups in town. Dana volunteered to speak with Diane Libbey to get a sense of the Finance Committee's stand. Groups will include Lions Club; Girl Scouts; Moms of Grafton (Dana volunteered to contact); Moms of Grafton Little Ones; other Facebook moms groups; Apple Tree Arts (Dana will ask for their help). Dana volunteered to contact Lion's Club. We will develop a list and get people to help with outreach. Susan Leto will have a volunteer look at the likes on Facebook for Friends and GPL and give names to Ellen Gougen for membership.

We will need to develop a list of supporters to call and ask to attend the Town Meeting. We will work with Friends to create a master list. We may have access to a list from 2011. Babysitting will be available at GHS during the Oct. 19 meeting. Friends are working on finalizing the plan.

A discussion was held concerning the relationship of the Trustees and the Friends. Doug B. will contact MBLC for support and moderation, and invite an MBLC representative to a joint meeting to discuss roles and responsibilities of the Friends Vs Trustees. A meeting will be set up after October's meeting.

Storytellers Reminder. Storytellers air on Saturday mornings on GCTV and on demand at graftontv.org. Email your selections to [vevans@cwmmars.org](mailto:vevans@cwmmars.org) and Val will seek permission for specific books.

**New Business:**

October 14 Meeting. During our upcoming October Trustee Meeting a practice question and answer session will be held regarding the articles of the Town Warrant.

Library Walkabout.**Outside**

- Tree to the right of library needs to have the suckers clipped and some branches removed.
- Holly bush needs to be trimmed – best to do this in the winter after the branches have been used for decoration.
- Window trims on the whole front of the building needs to be painted.
- Pillars on the front of the library are missing mortar where they attach to the bases. This should be addressed before freezing water is an issue.
- Tim on the main door frames needs to be painted
- Front door mat needs to be removed regularly so that the area can be swept
- Mountain Laurel needs to be clipped back (Rt.140 side of the building)
- Beds around the library need mulch so keep the weeds down and make the place look tidier.
- Poler bench needs to be power washed and re-stained to keep it in good condition.
- Maintenance door needs to be painted.
- Second floor windows on (Rt. 140 side of the building) need to be scraped and painted

**Indoors**

- A/C unit in Children's Room needs to be removed
- American flag in Children's Room needs to be moved from behind the fire extinguisher.
- Curtains in Main Reading Room need to be re-hung if Service Pro does not do that
- Window fans from 2<sup>nd</sup> floor level need to be removed
- Replace burned out light in non-fiction stacks [436.7 -551.51 row]
- Painting on the windows near the repaired leak area needs to be done if not done by Service Pro
- Ceiling in director's office appears to have leak, needs further inspection
- Compliment on the nice signs on the stairs going up to the non-fiction area.

**Policy Review:**

Policy and Procedure Review. The Response to Accident Policy will be brought back for review to October's meeting.

**Director's Report:**

Beth G. provided the Director's Report for the month of August 2015 for review and discussion. A full report can be found in this month's section of this Boards meeting manual.

Custodial Services. Custodial services remain an on-going issue. The maintenance ticket system is not working and is a hindrance to getting repairs and maintenance work done. Our current custodian comes to the Library on Monday, Wednesday and Friday at around 7:00 a.m., and performs tasks for only an hour or two. This is not a satisfactory arrangement as there are daily, weekly and monthly tasks that need to be completed. This is not sufficient or adequate for a highly used public building in the center of town. This concern was discussed in detail. The Library needs an individual for 40 hours per week. Motion was made to check with Beth G. on how she would like the Trustees to move forward with this concern. The Trustees are not happy with the solution the Town Administrator has worked out for custodial services at the Library and are dissatisfied with the current custodial services provided by the Town. They will actively pursue the issue with the idea of a quick resolution. Marilyn will speak with Beth G. regarding the best plan of action. Doug B. will write a letter if necessary. Motion was made to accept the proposal to pursue better custodial services in the manner stated above by Marilyn, seconded by Dana, and all approved.

Staff. A full report can be found in this month's section of this Boards meeting manual.

CitizensInput. None

**Adjournment:**

At 9:45 p.m. motion was made to adjourn the meeting by Marilyn, seconded by Cyndi, with all in favor. The next meeting will be held on Wednesday, October 14, 2015 at 7:00 p.m. in Conference Room A of the Grafton Town Hall.

Respectfully Submitted, Beth Patch, Recording Clerk

**Attachments.** September 2015 Agenda; August 2015 minutes; GPL Director's Report for August; GPL August 2015 Circulation Statistics; Response to Accident Policy; Informational Brochure on Massachusetts State Historical Record Advisory Board (SHRAB); *DRAFT* GPL 2015 Building Program; E-mail re: Town Meeting Warrants; *DRAFT* GPL Long Range Plan 2011-2015; *DRAFT* GPL Action Plan FY 2015, FY2016 State Aid to Public Libraries Annual Report

Information Survey (ARIS) of 2015 Date; Letter to Tim McInerney from Paul Holtz, Historical Architect, Massachusetts Historical Commission; Expenditure Reports; Labor Day Historical Book Sale breakdown; Response to Accident Policy

*DL/BG/bp*